

## POLICY: 7.1 Emergency Management, Lock Down and Evacuation

### **Procedure: 7.2 Loss of Power and Water**

This procedure aims to ensure in the event of loss of power and water Educators have in place strategies to ensure the health and safety of children, themselves, and others are protected.

#### **7.2.1 Linking to Policy**

This procedural guidance should be read in conjunction with the Service **7.1 Emergency Management, Lock Down and Evacuation Policy** and will assist the Approved Provider, Management, Staff (Nominated Supervisors, Coordinators, and Administrative Staff members) Educators, Educator Assistants and parents/guardians to implement the policy. The procedure covers:

[7.2.2 Emergency Procedure during Power Outage](#)

[7.2.3 Emergency Procedures during Loss of Water](#)

[7.2.4 Preparation for a Storm](#)

[7.2.5 Emergency Procedures during Severe Storms](#)

#### **7.2.2 Emergency Procedures during Power Outages**

In the event of a loss of power supply, the Educator must:

- Contact the local electricity supplier to determine:
  - o the extent of the power loss; and
  - o when the power supply is expected to resume.
- Contact the Service to advise of loss of power
- If the power failure is expected to continue for an extended period of time (more than 2 hours), contact the Service, and discuss if care can continue.
- If care must cease due to the extended loss of power or if the power loss impacts on them or the children:
  - o parents/guardians will be contacted to collect the children; and
  - o advise the Service if this has not occurred already;
  - o keep children away from any hazards associated with power failure (e.g. fallen power lines, damaged electrical equipment).

### 7.2.3 Emergency Procedures during Loss of Water

If the water supply is cut or not available to the residence, the Educator will:

- Try to determine if the failure is based at the residence;
- Contact the local council for advice;
- Contact the Service to advise of the loss of water and discuss the strategies for ensuring children have safe drinking water available.
- If the water cuts are expected to continue for an extended period of time, Educators may be asked to contact parents/guardians to collect their children.
- Care cannot be provided when there is no water supply for extended periods of time (more than 2 hours, without preparation), and no strategies are in place to ensure the loss of water doesn't impact the children being educated and cared for as part of the Service.

### 7.2.4 Preparation for a Storm

It is essential for staff and Educators to ensure they have prepared for the storm season or in the event of a storm warning. By undertaking some simple home safety and maintenance measures, staff and Educators can reduce the likelihood of injury or damage to property.

Educators will:

- Check your roof regularly to make sure it's in good condition
- Keep gutters, downpipes and drains clear
- Remove tree branches that are close to your house
- Fix any corrosion, loose fittings and rotting or termite-affected timber
- Secure loose items around your property
- Ensure your home, contents and car insurance is adequate and current
- Identify the safest room in which to shelter during a storm
- Learn how to turn off your power, water and gas safely
- Keep containers for water and other items that could be useful (example a camping stove and fuel) safely on-hand
- If you live in a flood-prone area develop an evacuation plan
- Store poisons and garden chemicals well above ground level
- Identify indoor items you'll need to raise or empty if a flood threatens
- Relocate power points well above previous flood levels

### 7.2.5 Emergency Procedures During Severe Storms

Educators will:

- Ensure all outdoor items are secured or stored.
- Turn off and unplug electrical items if power is lost.
- Have a torch available for light if you have lost power.
- Not use wet or damp electrical items.
- Keep children inside the building, close all doors and windows.
- Move children to the safest room (e.g. those away from external windows) and take first-aid kits, parent/guardian contact list, radio with batteries and mobile phone if available.
- Take necessary precautions to protect children (e.g. move/use furniture such as sturdy tables for protection).
- Listen to the local radio for news.
- Contact Emergency Services if necessary, Parents and Co-ordination Service as soon as possible.
- Alert people of any danger.
- Log onto [www.energex.com.au](http://www.energex.com.au) to find out the latest power restoration updates if you, or someone you know, has access to the internet

#### PLEASE NOTE:

If either **no power** (and there is no available back up power source ie generator, that can maintain a minimum power usage of phone charging, refrigeration and pumps for sewage) and &/or **no water** is available for an extended period of time or an unknown period of time, then no care is to be provided. Parents will be required to collect their children as soon as possible.

During an emergency disaster event, e.g. cyclone/wild weather, flooding; where the ability of the Educator and/or Service, to provide safe and secure environments may be compromised; then parents will be required to collect their children and no further care will be provided until the emergency is over. Usual fees will apply where the event has been declared an emergency by the State or Federal Government.

#### Review

	Date	Details
Revision 00	07/2015	Original Policy Issued
Revision 01	12/2016	Reviewed
Revision 02	08/2017	Reviewed
Revision 03	10/2020	Reviewed and separated from Policy

## Related Documents

### Policies

7.1 Emergency Management, Lock Down and Evacuation

### Forms

Loss of Utilities Risk Management Plan  
Evacuation / Lock Down Record

### Reference

Refer to 7.1 Emergency Management, Lock Down and Evacuation

Qld Government – State Emergency Service

- [www.emergency.qld.gov.au](http://www.emergency.qld.gov.au)
- [www.emergency.qld.gov.au](http://www.emergency.qld.gov.au)
- [www.disaster.qld.gov.au/disasters](http://www.disaster.qld.gov.au/disasters)